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SCI-TECH NEWS

The Official Bulletin of the

SCIENCE-TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION

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VOLUME 6 JUNE 1952 No. 2

DOCUMENTATION AND YOU

Don't let the word documentation frighten you. All it means is document production, document distribution and document utilization.

If we consider that a document is any piece of visual information whether a report, a book, a film, a photo, a map, or a chart, we can readily see that each one of us is in one or more of the phases of documentation. While all of us are in the third place, utilization, to some extent, others of the Division members are concerned with one or both, production and distribution.

There are many facets to the documentation problem and the particular one that interests several of us is the unpublished research report. While it is true that many of these research reports originate as the result of government contracts with military security classification, it is also true that some unclassified materials are available to others who do not have research contracts with the government, but who are finding this source of information to be at least as valuable as books and periodicals in some cases and more valuable in others.

Only a little over a year ago your Division cosponsored a meeting with the Institute of the Aeronautical Sciences Symposium on Standardization in Technical Information Services for Government Contractors. Much has happened since then on the international as well as the local scene. Foreign periodicals are carrying some news about the use of American unpublished research reports. Australians are concerned with a problem similar to the one we face in their planning for an "Australian Scientific Research Index" and they have asked S-T Division advice in this connection.

In England there was a meeting on February 7 co-sponsored by the Royal Aeronautical Society and ASLIB on the sources of aeronautical information which featured the American unpublished research report. In Sweden the positive evidence of interest in this subject was a translation by the Swedish Association for Technical Documentation of a small contribution I had written on the subject.

Here at home the Association of Research Libraries only last November awoke to the problem of "rival libraries" springing up on their campuses under "information officers" which were beginning to rival in budget and staff the conventional libraries themselves. These establishments have been set up to give a service that the university libraries have not in all cases demonstrated willingness and/or ability to provide.

In January the American Documentation Institute underwent radical reorganization at the hands of some leading special librarians and information officers (persons with advanced technical training in science and technology). The ADI is going to follow an active program concerned with all three phases of documentation and it is up to the Sci-Tech Division to see that the special library interests in these phases are not ignored.

It seems that the ADI might well be a rival in some respects of Sci-Tech Division, but there is probably room for both points of view in this large problem. As a part of the Sci-Tech Division's efforts to keep the library point of view before the documentation people, there has been organized under the direction of Bernard Fry, Chief Librarian, Atomic Energy Commission, Washington, D.C., a post convention Institute on the Administration and Use of Technical Unpublished Reports on May 30 and May 31. No doubt you have seen the attractive program of this meeting on other pages of this issue of Sci-Tech News and may even be planning to attend. Both information officers and librarians are on this program.

The next event of documentation interest is the reorganization meeting of members of the American Documentation Institute scheduled to be held in Washington the following Monday, June 2. Then the middle of August will see the University of Chicago Graduate Library School's session on, "A Conference on the Communication of Specialized Information". This Chicago Conference on Communication of Specialized Information also covers unpublished research reports. The conference was arranged by one S-T member, Dr. Mortimer Taube, and others.

All in all, it has been a busy past year in documentation and it looks as if the next few months are going to be even busier. Are you prepared to see what contribution you can make to these documentation problems, or are you ready to avail yourself of the contributions that the documentation experts are making to these problems?

Eugene B. Jackson, Chairman
Special Libraries Association
Science Technology Division

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SUCCESS — IN PRINT

Almost two decades have passed since the Commercial-Technical Group of S.L.A. selected as one of its projects a **manual** of library organization. When the group divided, there emerged two in its place — Commerce and Science-Technology. The latter proved to be the hardier twin and the project immediately was adopted as its own. The word **manual** was used somewhat loosely; what the members had in mind was a handbook of library organization rather than a manual explaining details of specific operations in the library.

Enthusiasm waxed high in 1935. When the members met in Boston in June, the completed manuscript was anticipated in July. At each succeeding convention there was the question, "Where is the **Manual?**" During the period, 1941-1945, the need for it was felt more keenly than ever. Up to that time at least three editors had wrestled with it and material previously gathered appeared completely out-dated.

Lucille Jackson, who had edited a pamphlet sponsored by the Pittsburgh Chapter which sold over two thousand copies before it was out of print (and requests still come for it), agreed to assume the editorial responsibility. So a fresh start was agreed upon, the chapters planned, and assignments made. Once more it seemed as if the **Manual** would emerge within the year.

Many hurdles lay ahead, however, and even three years later there was still some doubt expressed of whether anything more than a pamphlet should be published. This, perhaps more than any other single difficulty, served as a challenge to unite the members in a determination to see the project through to completion. Its success has been phenomenal in S.L.A. publishing history. By March 7, 1952, two thousand copies had been sold and the book was out of print. To the editor belongs the laurels; it is she who gave unsparingly of herself during the succeeding twenty months until the book appeared in print one year ago. To Lucille Jackson the Science-Technology Division pays its tribute.

—Contributed

It is not too late to renew your subscription to SCI-TECH NEWS.

From The Chairman's Report:

THE YEAR WITH THE SECTIONS

Chemistry Section

Mrs. Marie S. Goff, Chairman

Membership as of March 1st, 525. Work has begun on the Chemistry Section History that will possibly lead to an S-T Division History. This is quite in the tradition of the past as many projects of Division-wide application were originally Chemistry Section projects. Much effort has been expended in the convention program with the Chemistry Section combining with other Sections and other Divisions in New York to attract industry speakers. The matter of the Index to the **American Institute of Chemical Engineers Transactions** is still unsettled, but the SLA Publications Committee is considering it. The Chemistry Section has cooperated on the Bibliography of Awards project.

Engineering - Aeronautics Section

Gretchen Runge, Chairman

Membership as of March 1st, 273. A newly vitalized Engineering - Aeronautics Section has been in evidence this past year. Membership lists have been issued, a nominating committee appointed, an ambitious convention program established, and cooperation on the Bibliography of Awards project has been forthcoming.

Metals Section

Mrs. Virginia B. Seidel, Chairman

Membership as of March 1st, 241. The major project was an exhibit at the World Metallurgical Congress in Detroit in cooperation with the Michigan Chapter, a demonstrably successful exhibit as inquiries are still being received as a result of leads given there last October. A miniature library was established at the exhibit, inquiries were answered, names were taken and a two-day organization of papers on metallurgical literature were delivered and were well received. The Section has cooperated in the Bibliography of Awards project and has a strong convention program.

Petroleum Section

Mignon Gill, Chairman

Membership as of March 1st, 170. Minutes of the St. Paul Section Business Meeting were distributed to all Section members and work on a **Glossary of Petroleum Terms** continued, the completion of which is imminent. Publication of the Glossary is anticipated in one or more Petroleum journals. A duplicate periodical exchange is underway among Section members. Portions of the strong convention program are in cooperation with the American Petroleum Institute.

Pharmaceutical Section

Mrs. Lois Bacon, Chairman

Membership as of March 1st, 165. Publication of its **Unlisted Drugs** continues. The Section has cooperated in the Bibliography of Awards project. The Section is considering an exhibit next year at a leading pharmaceutical convention. Much effort was expended on the convention program.

Public Utilities Section

Anna Irene Marten, Chairman

Membership as of March 1st, 77. Most of the Section effort has been in arranging a convention program and planning for the Section's exhibit at the Edison Electric Institute convention in Cleveland in June, 1952.

COMMITTEES

Membership

Mildred Benton, Chairman

SLA Dues Bills for the first time included notation of Section preference. Breakdown of S-T membership as of December 5 was:

Institutional	292
Associate	183
Active	1020
Total	1495

Bibliography of Awards Project.

Gretchen Little, Chairman

This project is about to be presented to the SLA Publications Committee as a publication for the SLA. Information gathered includes names of awards, names of society, description of awards, recipients of awards, and citation.

It is not too late to renew your subscription to

SCI-TECH NEWS.

ACS MEETING

A number of SLA members attended the 121st meeting of the American Chemical Society which was held in Buffalo, N. Y., March 23-27, 1952. In the Division of Chemical Literature, the following SLA members were participants in a panel discussion on "The Company Abstract Bulletin": Mr. M. P. Doss, Texas Company, New York; Mr. Stanton A. Harris, Merck and Co., Rahway, N. J.; Miss Hanna Friedenstein, Godfrey L. Cabot, Inc.; Miss Lucille Jackson, Chemistry and Physics Library, The Pennsylvania State College, State College Pennsylvania; and Miss Mary M. Dailey, Corn Products Refining Company, Argo, Illinois.

PHILADELPHIA'S CORRELATION FILE OF PB REPORTS MOVES TO THE TOWNE SCIENTIFIC SCHOOL LIBRARY THE UNIVERSITY OF PENNSYLVANIA

By Dorothy Stevens Wescott

The file of 3x5" slips cross-referencing all reports announced in the "Bibliography of Technical Reports" to their P.B. Report numbers, and thus correlating other numbered designations they may also have, has been moved recently from the Department of Public Documents of the Free Library of Philadelphia to the Library of the Towne Scientific School, University of Pennsylvania, 33rd and Locust Streets, Philadelphia 4, Pennsylvania.

Miss Rose Lonberger, Librarian of the Towne Scientific School Library, is in the process of opening many packets of slips and having them put into useful order. Questions may be addressed to her by phone or letter.

The project of preparing these correlation slips is not new; the Philadelphia-and Vicinity S-T Group has been sending completed packets to the Free Library of Philadelphia ever since Volume 1 of the "Bibliography" appeared. Our gratitude goes to this Library for its helpfulness in sorting all slips for which they have the original reports at hand, and for their willingness to house all the others that they could not file. Most of the librarians in this area have cause to thank Miss Jeanne Hull and Mrs. Ruth Stauffer for their prompt answers to telephoned inquiries.

The completed file will be a boon to all users of P.B. Reports. So, too, will the new PB Correlation Index—an extension of the "Numerical Index to the Bibliography of Scientific and Industrial Reports, Volumes 1-10, 1946-1948," edited by the Science-Technology Group (now Division) of the Special Libraries Association and published in 1949. It is intended that, upon issuance of the new book, a date line will be drawn in the Philadelphia file — enabling us to prepare supplements as the number of new entries makes such procedure feasible.

TECHNICAL LIBRARIES — SECOND EDITION 1956

Plans are now being made for a second edition of **Technical Libraries** to be published in 1956. The editor is asking for advice and opinions from all interested persons as to what the revision should include. At least one SLA chapter has held a meeting at which the book was reviewed, and it is being suggested that other chapters or local divisions consider this as a possible program.

Would it be feasible for the Division to organize an ambitious program to prepare bibliographies in representative subject fields such as has been done in the Appendix of **Technical Libraries** and made available as reprints, revised every five years. They would then be omitted from the book.

Please address all comments to Miss Lucille Jackson, Librarian, School of Chemistry and Physics, Pennsylvania State College, State College, Pennsylvania.

Renew your subscription to SCI-TECH NEWS.

CONVENTION ABSTRACTS

May 26

"Technical Services Spotted on the Librarian's Desk"

by Gretchen Little

A selected group of services published within the past five years for the chemical industry will be reviewed to include publisher, price, format, frequence, purpose and scope. A few of these services are: **Chemical Economics Handbook, Chemical Engineering Costs Quarterly, Chemical Market Report, Chemical Industry Developments,** and **Chemical Spotlight.**

Chemical services versus library abstract bulletins will be discussed.

"Mechanized Punch Card Systems for Recording and Searching Literature"

by Mrs. Claire K. Schultz

The scope of this paper is limited to a discussion of the approaches to coding literature references on punch cards in order to search them in any bibliographic form, i.e., by author(s), date, source, or subject(s), and to a discussion of how the "philosophy" of coding punch cards differs from indexing according to standard library practice. A specific application of some of this thinking as it is used in a machine sorted system at Sharp and Dohme, Inc. is presented.

"Technical Publications of Pharmaceutical Firms"

by J. Alan MacWatt and Frances Stratton

The technical publications of pharmaceutical firms that we will consider are the (1) house magazines, (2) published technical reports and (3) advertising brochures. The first of these has a past that goes back to 1879. In this field the birth pains and death rattles are numerous and often unannounced, so we will give just the briefest of details without references for further study. The published technical reports of private corporations are a newer development (can you tell us when the first one was published?). It is a great advance not only librarianwise but also sociologically that these reports are now made available. This trend towards sharing information should be encouraged by all in our field. The third item is prepared with attractive qualities, but of a definite throw-away nature. The art work is often unusual and as librarians perhaps we are too glad to see the throw-away quality and not examine it for potential use. We will explore this idea.

Our aim in reviewing this field of literature is to start a preliminary investigation of needs in order to point the way to a useful project for the pharmaceutical group.

"Abstracting Services for Foreign Scientific Periodicals"

by Thomas S. Shaw

The first part of the paper will be a discussion of the results of several recent international conferences on the abstracting of foreign scientific periodicals. It will attempt to show what is being done in this field at present and what is proposed for the future, including a survey of the subjects now covered and those which remain for future coverage, recent bibliographies of abstracting services and new developments in methodology.

The second half of the paper will concern itself with a description of the lesser known sources of abstracts for foreign scientific periodicals with emphasis on engineering and aeronautics.

May 27

"Technical and Scientific Papers and Publications of the British Isles"

by James T. Kemp

In Great Britain the limits and urgencies of war brought the greater part of research and industrial development work under the direction of the Government, much of it into laboratories run by the Department of Scientific and Industrial Research. There are also more than forty semi-independent industrial research associations. A few of the larger industries maintain their own research departments. Each organization or laboratory has its library and information officer, its bulletins and reports, not all of which enjoy public circulation. There is a long list of Professional Societies quite outside the Government; they range from the great national "Institutions" of the Mechanical, Civil, and Electrical Engineers, the Iron and Steel Institute, the Institute of Metals, down to a large number of small societies with particular interests or local in character. Each has its publication or periodical. Then there is the Royal Society, a thing peculiarly British, having a limited membership, but a great influence in science and engineering. It encourages research and scientific intercourse throughout the Commonwealth and the western world. The reports of the Royal Society "Conferences" are chapter-like headings in the growth of British scientific literature.

The scientific and technical publications of the British Isles conform to the pattern of organization. There is also a very important family of "Trade Papers" serving the several branches of industry and a few "House Organs", just as there are in the United States.

"Reference Material — A Tool for Conservation"

by Howard Coonley

This Nation is rapidly reaching the "have not" stage in its natural resources. Conservation, therefore, has become a **MUST.** There is need of a Conservation Crusade today, as great as was the crusade for industrial safety 50 years ago. The Special Libraries Association can give substantial assistance in such a campaign.

It is important that libraries find a way of classifying conservation material, both directly and through cross-indexing. Such a conservation bibliography is included in the Conservation Division Issue No. 3 of the "List of Basic Materials and Alter-

nates". Other ways of classifying material on conservation should be found.

Conservation stretches our vanishing resources by: (1) redesign to use the minimum of critical material; (2) standardization to provide interchangeability; (3) simplification to make possible concentration on quantity items and do away with non-essentials; (4) specifications to make possible large scale subcontracting; (5) substitution of materials that are in free supply for those that are critically short; and (6) downgrading. Librarians should make a special effort to select articles for circulation dealing with those subjects during the defense emergency period. Codes or standards, trade papers, technical magazines (on the national and international level) provide an excellent source of material.

Another most important conservation program is the international standardizing of Drawings and Drafting Room Practice. Work on such standardization is being carried out both by the Munitions Board and the American Standards Association. The Conservation Division is providing a medium for interchange of information leading, we hope, to the unification of such standards. Countless dollars, man hours, and time can be saved when this standardization program is completed. Special Libraries Association could well keep its members currently informed of its progress.

May 28

"The Technical Library in an Industrial Organization"

by Howard K. Nason

The special technical library has long since outgrown the position of repository for books, publications and reports. In today's alert industrial organization, it occupies an important staff position whose function is provocative as well as responsive. Staffing libraries with personnel competent both in technical matters and in library science has resulted in a great broadening of the services rendered, has enabled anticipation of needs for new services, and has placed such libraries at a key position in the creative phase of industrial research and development. The bulk of printed information now inundating us imposes an increasing burden upon the technologist who must be acquainted with it in order to use it and poses a challenge to the librarian. Development of improved practices for indexing, for locating data, and for keeping the technologist posted on current literature, requires new approaches and the librarians must take the leading role in applying all available devices and methods to the problem. Some basic attitudes which may differ somewhat from those which traditionally have motivated even technical librarians will be required.

"Do Libraries Earn Their Keep?"

by John Horn

Some thoughts and suggestions as to how special libraries may go about rendering the services that business will profit from and thus how they will earn their keep.

"Commercial Intelligence Information Service"

by Dr. Roy Soukup

The central Development Department of E. I. du Pont de Nemours & Company has organized and now operates a commercial intelligence information (C.I.I.) service to serve the interests of the entire Company. The object of this service is to collect, organize, and disseminate information on new developments and trends in the chemical, chemical processing, and related industries.

The information pertains primarily to business and technological activities, rather than strictly technical matters. It includes such items as expansion programs, production capacity data, refinancing programs, new products, new trade names, new processes, reorganizations, research programs and expenditures, discontinuance of product lines and mergers, to name only a few.

The backbone of this service is a file of 3 x 5 cards of a fold-cut type, containing abstracts of miscellaneous bits of information in the fields mentioned, liberally cross-indexed under appropriate captions. A large number of newspapers and journals are scanned regularly for pertinent items, and in addition, non-published information is obtained from the operating, sales, market development, purchasing, and research organizations of all Company departments. Currently, the C.I.I. card file is being expanded at an annual rate of approximately 40,000 cards.

The most newsworthy items of information in the C.I.I. card index file are disseminated quite widely to key Company personnel in the following forms:

1. A weekly C.I.I. Bulletin, containing approximately 150 of the most newsworthy items.
2. Quarterly "Chemical Industry Activities" Reports, consisting of reviews of activities of some forty leading chemical firms.
3. Quarterly reports on "Noteworthy Trends and Developments" in the chemical industry, together with special review articles.
4. Day-by-day memoranda on items of particular and immediate interest to various specific Company departments, brought directly to the atttention of pertinent key personnel.

In addition, the C.I.I. card index file supplies information for reports on chemical commodities, raw materials, and company or industry reviews. It has proved useful, also, in handling various inquiries on chemical products, trade names, and coded chemical materials originating both inside and outside of the Company.

"The Legal Aspects of Machine Documentation"

by Albert S. Davis, Jr.

The prevailing tendency at the present time is, by electrical and mechanical means, to store, classify, recall, single out, assemble and interpret information. The scope of this will be increasingly directed towards the making of "judgments," the selection of preferred sources of information, and, eventually, to matters of proof. The lawyer is presently primarily concerned with fitting the use of these new tools into old codes of evidence, — i.e. "admissibility." The future task for the law will be to determine the extent to which judgments, recommendations and the like, made by machines, can or must be relied on by courts as persuasive or binding in matters involving human, personal and property rights. Basic conflict of philosophies will arise during that development.

May 29

"The Classification and Coding of Technical Information in a Long Term Research Project"

by James L. G. FitzPatrick

The natural growth of the classification of material collected in a long term research project centering on Natural Flight is described and evaluated. Beginning in 1917, the control of material advanced from marginal notes in books to expansions of such notes clipped into books, this phase ending in 1941, when an accumulation of 500 titles required a reorganization. This was done by an outline type of classification and a decimal system of coding. By 1948 the accumulation had grown to 1000 items and was reorganized again into areas of biology, mathematics and engineering, with minor sectors for patents, history, finance, etc. The value of a philosophically sound method of classification is emphasized in view of this experience, a classification which will include mathematical notions of class and engineering notions of similitude. The creation of new areas of knowledge through adequate classification may be taken as a matter of course. The librarian might go one step beyond the goal of curing the researcher's ignorance and consider the prevention of it. This and dynamic applications of the librarian's special knowledge of method in cooperative effort with the research are perhaps the greatest needs in the special library field today. Whether machine methods can supply something additional, beyond a certain amount of mechanical easing of the art of communicating knowledge through library methods, must remain a question.

"Problems of Search"

by William A. Wildhack and Julian F. Smith

The Office of Basic Instrumentation, following lines of interest which cross every boundary between fields of science and technology, is plagued by documentation problems and blessed with an opportunity to help solve them.

Subject classification is one of the first problems. Can one of the established library classifications be adapted to instrumentation needs? If not, what can be done?

Filing is easy, but filing for fast, easy **finding** is difficult and expensive. Skilled choice and use of descriptors to guide searchers can help, but will not solve the whole problem. Coding for machine searching is essential for speed; the machines are now ahead of the codes. A basic necessity, with or without mechanization, is for the coder to think in the same channel as the searcher. This is difficult, sometimes even for coders turned searchers and trying to retrace their own thought channels.

Mechanized fingers, eyes, or even brains can sort vast quantities of records if human brains will first organize and code the information so that the machines can be properly instructed. Devices such as the Rapid Selector, the peek-a-boo system, electronic digital computers and punched-cards machines are not being utilized to full capacity, largely for lack of suitable codes. Hence the Office of Basic Instrumentation is now developing a multidimensional classification upon which to base codes for use in mechanized searching.

INSTITUTE ON THE ADMINISTRATION AND USE OF TECHNICAL-RESEARCH REPORTS

May 30-31, 1952

ABSTRACTS

Friday Morning, May 30

9:30 A.M. - 10.30 A.M.

TECHNICAL REPORTS: THE NEW LITERATURE OF SCIENCE

GENESIS OF REPORT LITERATURE

E. Eugene Miller, Deputy Director, Armed Services Technical Information Agency (ASTIA), Washington, D.C.

One of the more important developments in recent years in the field of scientific literature has been the rapid rise of the technical report. This condition has been brought about by the tremendous expansion of defense-related research by university and industrial contractors and by government laboratories throughout the country. Journal publications are ruled out as media of publication for a considerable fraction of the 150,000 or more technical documents issued each year because of considerations of quantity, promptness, and security. Many problems of bibliographic control and dissemination have accompanied this deluge of report packages technical information. There is a great need to understand the significant role of the technical report in present day research.

ACQUISITION: SOURCES AND TECHNIQUES

Eugene B. Jackson, Chief, Division of Research Information, NACA, Washington, D.C.

Conventional acquisition courses in library schools have covered sources and techniques for conventional materials: books, periodicals, and monographs. Technical reports form a difficult and different problem. They come from numerous sources, they may have military security classifications, they may or may not have series identification, they may include contract numbers or code designations. It is difficult to learn of the existence of the documents. The basic sources that the various government agencies have set up, e.g. ASTIA, AEC, NACA, etc., their fields of responsibility, the private contractors they cover, etc. Every person in an organization is a potential acquisitions assistant. Great importance of mailing lists. Cooperation of reference personnel vital to any acquisition program. Continuing program is only hope of a successful acquisition program.

BUILDING A COLLECTION

John H. Hewitt, Documents Librarian, Research Laboratory of Electronics, M.I.T., Cambridge, Mass.

The selecting of reports for a technical library may well be the most important part of the entire field of documentation, since the reports stand as visible proof of the librarian's decisions. Questions that apply to the size of the collection include these: is the type of organization served by the library, governmental, industrial or educational, is the laboratory working on fundamental problems or applications, is it relatively small or large, is it expanding? Another consideration is the library location. The collection will be quite different if the document room is close by or far from other information centers. The librarian must follow the overall policies of the laboratory, presumably, and must also dovetail these with the wishes and suggestions of the clientele plus his own knowledge and decisions.

As for material pertinent to the particular needs of the librarian, this will fall into the two common categories, reference and loan. Bibliographies by appropriate subject and source; descriptive equipment lists and cross indexes; summaries of past projects are all pertinent to the collection. The question of ordering only one copy versus several copies for all interested patrons is hard to judge correctly at first.

Availability of reports can be ascertained from lists and accessions bulletins published by the numerous industrial, educational and governmental research groups; conferences and meetings with other librarians, visits to similar document collections, accessions lists from laboratories with the same interests are all important methods of keeping up with the literature.

For appraising the quality of the material in these reports, there is no known immediate answer. One must rely on previous experience with journal articles and book material in solving this problem.

MAINTENANCE AND REDUCTION OF A COLLECTION

Jerrold Orne, Director, Air University Library, Maxwell Air Force Base, Alabama.

Maintenance is concerned chiefly with the currently active part of a technical reports collection. It requires full size storage, a continuing review of what is active, and constant improvement of those materials. This improvement includes making all official changes promptly, constant review for security level, continued acquisition work to procure all supplements, charts, addenda, etc.

Reduction involves continuing elimination of the out-of-date, no longer active, no longer of current interest materials. However, preservation in a recoverable form is now possible and extends the service area enormously. Continuous reduction will bring economics in space and personnel, and speedier service.

10:40 A.M. - 12:30 P.M.

PROCESSING AND CATALOGING OF REPORTS

BIBLIOGRAPHIC IDENTIFICATION AND ORGANIZATION

I. A. Warheit, Chief, Reference Branch, Technical Information Service, Atomic Energy Commission, Oak Ridge, Tennessee.

There are fundamental differences between reports and books and periodical literature which result in different descriptive cataloging. This is especially brought out in the emphasis on the corporate author as the main entry and as a prime item in identifying the individual reports. The report numbers, although very convenient and popular as a means of identification have inherent deficiencies due to lack of uniqueness and uniformity. Their chief utility is as a shelving or filing device. The organization of reports by report number — usually source identification — as compared with classification is examined and the problems associated with each evaluated.

The actual bibliographic organization of reports can be handled variously: 1. cataloging each piece received in the library, 2. depending on indexes and bibliographies prepared by the originator or by a central library, or 3. "coordinating" these centrally prepared catalog cards by modifying the headings to permit interfiling. The economics and utility of these various approaches are discussed and evaluated.

HOUSING AND STORAGE

Saul Herner, Librarian, Applied Physics Laboratory, The Johns Hopkins University, Silver Spring, Maryland.

The manner in which a library stores unpublished research reports depends upon the type of research

activity it serves. It depends also upon the length of time that the library has existed, and upon the education and training of its staff members. The activities of the research group served will determine the type of reports received and the security precautions required for their storage and circulation. The foregoing factors will also determine whether the report collection is to exist as a physical entity or as part of a larger library in which conventional scientific literature is handled.

From the library viewpoint, there are three general categories of reports. These are: (1) reports which are published as part of series in which all reports issued are unclassified, (2) reports which are parts of series which include both classified and unclassified documents, and (3) reports which are parts of entirely classified series. A library may receive and handle reports in one or all of these categories. This paper discusses typical situations involving the three categories of reports, and systems and equipment used to store them. The integration of microcord, microprint and microfilm editions into report collections is considered.

The interplay of library staff, space allocations, security precautions, and the reference function of the library in the formulation of plans for the physical housing of reports is discussed.

CATALOGING IN A LARGE REPORTS ORGANIZATION

Mrs. Eleanor J. Aronson, Head, Cataloging Unit, Navy Research Section, Library of Congress, Washington, D.C.

A large reports organization is not uniform in interest, but is a collection of specific information in a wide variety of fields of interest. Cataloging of such a collection entails a continuing compromise between specific and general cataloging; neither descriptive nor subject cataloging can be tailored to suit a fairly homogeneous group of users. All elements must be included in the descriptive cataloging, their arrangement should be satisfactory to the greatest possible number of users, and the form of entry cannot necessarily be the form most convenient to one group of users, but must follow definite rules. We have found a divided catalog more adaptable to a variety of simultaneous uses than a dictionary catalog. Two possible methods of subject cataloging for a variety of reference uses are to use very specific subject headings in the fields of major interest and more general headings in peripheral fields, or to use headings that are relatively specific in every field. The latter method requires less revision of the subject catalog as the field of interest changes with time.

CATALOGING OF REPORTS IN A LIBRARY

Mrs. Edith Francis, Librarian, Northrop Aircraft, Inc., Hawthorne, California and I. G. Carlson, Head, Document Analysis Section, Naval Electronics Laboratory, San Diego, California.

The cataloging practices of two typical installations — a military industrial contractor and a military research laboratory — have many basic elements in common, although actual practices vary.

The Library of Northrop Aircraft, Inc. assigns arbitrary accession or file numbers to the bulk of its technical reports, with entries in the catalog under source following standard practice. The catalog contains sources, authors (when used) and subjects in one alphabet.

On the other hand, the U. S. Navy Electronics Laboratory Library catalogs and files its reports under corporate author or source and report number primarily. Source entry is established by the "provincial rule" or the manner in which a source is referred to by laboratory personnel. This includes nick-names, abbreviations, and colloquialisms. The catalog is divided into "source", "author and title", and "subject" files. Added entries are an index to source file. Subject headings are taken from the Navy Research Section "List of Subject Headings."

In each case, the result is a custom-built catalog designed to fit the explicit demands of the scientist and engineer users.

Friday Afternoon, May 30

2:00 P.M. - 3:30 P.M.

CONTROLLED DISTRIBUTIONS

FACTORS RESTRICTING AVAILABILITY OF GOVERNMENT RESEARCH REPORTS

Louis Canter, Project Supervisor, Technical Reports Office, Applied Physics Laboratory, The Johns Hopkins University, Silver Spring, Maryland.

Availability of security-classified reports is limited to individuals and organizations authorized by the government to receive them. In order to facilitate the distribution of these reports to the individual and organizations having a need for them, certain approved mailing lists have been established by the cognizant military agencies. Procedures for properly requesting and transmitting these documents have also been established.

Using the Johns Hopkins University Applied Physics Laboratory as an example of a government contractor engaged in military research, flow charts are presented illustrating the approved channels for document requests and document distribution. Lack of proper regard for these channels often causes unnecessary delays in transmission of requests and reports, and sometimes results in failure to obtain requested reports.

An organization issuing a report, or its cognizant military activity, may control the distribution of a particular document by imposing restrictions on its availability even to agencies customarily authorized to receive that organization's reports. Several types of reports are listed that fall in this category and reasons are given for their limited availability. Suggestions are offered for improving the availability of classified documents to authorized recipients.

SECURITY PROBLEMS OF THE LIBRARY

Lt. Comdr. J. Heston Heald, Documentation Consultant, Office of Naval Research, Washington, D.C.

Security controls affecting report literature and related terminology such as "classified", "clear-

ance", "compartmentalization", etc., are defined. How to obtain clearance and the basis upon which levels of clearance are granted is discussed.

A brief picture is given of the evolution of classified reports, from the once relatively few military documents to the additional thousands of scientific reports containing information affecting national security. The increase in the number of individuals who need access to this information and the resulting security controls have been directly proportional.

Properly organized and indoctrinated libraries or library units at various institutions or industrial firms undertaking research projects can provide local finger-tip control of classified information not possible by distant centralized disseminating points or cognizant offices. Major factors in organizing and operating such units from a security standpoint are examined and suggestions given. Irrespective of administrative organization, at least five conditions common to all, are: (1) Established connection with a defense-related project or projects; (2) Cleared personnel; (3) Appropriate storage or housing facilities; (4) Personnel instructed on security regulations and principles of compartmentalization; (5) Inspected and approved for operation by cognizant military agency or agencies. Suggestions are also given for procuring classified information through cognizant channels and for further disclosure to local individuals.

AVAILABILITY OF INDUSTRIAL RESEARCH REPORTS

Kenneth H. Fagerhaugh, Assistant Librarian, John Crerar Library, Chicago, Illinois.

It is difficult to avoid not thinking in the terms of the negative so far as the title of this paper is concerned, for it is well known that industrial research reports are generally not available to the public. Various reasons contribute to this situation, and it is important to state that suppressing technical information is not the basic one. It has been estimated that of the information written in research reports, 20 percent of the information appears in published form in physics, 25 percent in the general area of metals, 40 percent in chemical engineering, 50 percent in electronics, and 75 percent in fundamental chemistry. In a particular area of detergents, nearly 95 percent of the information is still confidential in the files of various research laboratories.

Since the above is indicative of the closeness with which certain information is guarded, it is necessary to utilize special services to investigate published information to the utmost. To illustrate, a special corps of technically trained people have been working for more than three years in the Research Information Service of the John Crerar Library to assist research workers in ferreting out this information.

REPORTS SERVICE TO INDUSTRY

Mrs. Dorothy Graf, Chief, Library Section, Office of Technical Services, Department of Commerce, Washington, D.C.

A discussion is given of the sources for unclassified documents which have been prepared as a result of Government research or Government contractual research. Special emphasis is placed on the function of the Office of Technical Services, Department of Commerce, as a "clearing house" for the dissemination of this material to industry. In addition, mention is made of agencies who carry on technical information activities of interest to industry libraries. The question of restricted materials also is discussed briefly.

3:40 P.M. - 5:15 P.M.

EXPLOITING REPORT LITERATURE

REFERENCE USE OF THE COLLECTION AND ITS CATALOGS

Elma T. Evans, Librarian, Cornell Aeronautical Laboratory, Inc., Buffalo, New York.

A brief description is given of the library and the work of Cornell Aeronautical Laboratory, Inc. as background for the paper. The reports collection with the card catalog is used to answer about 1/3 to 1/2 of the questions received by the library staff and probably to an even greater extent by the research staff. Typical examples are given.

What you can expect to find in reports? Reference librarians unacquainted with report literature may limit their search to book and periodical literature. Many technical questions are best answered by using reports and government documents.

THE RELATION OF REPORT LITERATURE AND JOURNALS

John Bennington, Head, Research Library, Brookhaven National Laboratory, Upton, L. I., New York.

The paper considers the relation of reports to journal literature in two particular broad aspects.

The first is a review of several problems concerning the dissemination of scientific information in the form of reports or journal articles. The examination of this topic is based primarily on the final report of the National Research Council's Conference on Primary Publication, February 11, 1950. Completing this first section is a description of the procedure established for report and journal article preparation and submission at the research institution—Brookhaven National Laboratory.

The latter half of the paper compares and evaluates the advantages of these two forms of publication as used in libraries. Methods of ordering receipt, circulation, shelving, use and storage of unclassified and declassified reports will be examined to determine which practices can be better utilized to answer specific needs in the open research library.

WAYS AND MEANS OF REACHING THE CONSUMER —

(a) THROUGH THE INDUSTRY LIBRARY

Charles K. Bauer, Assistant Chief Librarian, Technical Information Service, Atomic Energy Commission, Washington, D.C.

Helping the scientist to expedite his research and to avoid unnecessary duplication is a goal that cannot be attained unless he is furnished by the library

all of the available data which is pertinent to his particular problems.

Unfortunately many items of research remain in the library waiting for the day they are "discovered" by our professional research people or engineers and to fill an urgent practical need. Proper dissemination of information contained in this vast field of knowledge rectifies the situation and often saves the engineer the time it takes to go to the library and do some extra "exploring".

To overcome this problem, each library must have a proper "mouth-piece" in the form of periodicals or bulletins which should be the instrument of building a road, carrying a heavy traffic of information from the library to the consumer.

(b) THROUGH THE DOCUMENTATION CENTER

Robert S. Bray, Assistant Chief, Navy Research Section, Library of Congress, Washington, D.C.

A documentation center charged with the acquisition, processing and servicing of technical reports has many consumer media from which to select. These vary with the size of the center, and may consist simply of an accessions list in the case of a small information organization or may include abstract bulletins, printed cards, microcards, special bibliographies, exhibits and a field representative as in the case of the Navy Research Section of the Library of Congress. Examples of these methods of disseminating information to the consumer are described. Their usefulness in terms of NRS experience is discussed.

(c) THROUGH THE UNIVERSITY RESEARCH INFORMATION CENTER

Harold E. Wilcox, Field Representative, Navy Research, Library of Congress, Washington, D.C.

An explanation of the field organization of the Office of Naval Research with respect to the administration of their research and development program, with emphasis on the control and distribution of report literature.

A proposal that a "Research Information Center" be established to assist the research personnel to obtain the greatest possible use of the various government-furnished informational services. A review of the development of the center and the proposed functions such a center could perform to bring these services to the consumer.

REPORTS LIBRARIAN: REQUIREMENTS AND OPPORTUNITIES

Mrs. Ruth H. Hooker, Coordinator of Naval Libraries, Washington, D.C.

Today's prominent report librarians have been recruited from both librarians and scientists. If one were to start a career, planning to be a report librarian, a bachelor's degree with a major in science followed by training in library science is recommended. However it is emphasized that native ability, initiative and adaptability are more important than any formal training for this field, still in the pioneer stage.

Opportunities for employment, with good salaries and challenging work, abound for the science librarian able to take on and carry through an integrated exploitation of the scientific literature with emphasis on research reports.

Saturday Morning, May 31

9:00 A.M. - 10:30 A.M.

DOCUMENTATION AND THE SPECIAL LIBRARIAN

SPECIAL LIBRARIANSHIP AND DOCUMENTATION

Mortimer Taube, Deputy Chief, Technical Information Service, Atomic Energy Commission, Washington, D.C.

What is documentation and who is a documentalist? European origins and development of the concept of documentation. The rise of documentation in this country and the American Documentation Institute. Is documentation a separate profession or a combination of existing trades and professions? The role of the special librarian in documentation. The library and the documentation center. Problems ahead in documentation.

NEW METHODS IN REPRODUCTION AND PUBLICATION

G. Miles Conrad, Documentation Specialist, Navy Research Section, Library of Congress, Washington, D.C.

A description will be given of the methods by which single copies and multiple reproductions of technical reports may be made. Various devices for the production of single facsimile copies will be described, as will the most useful methods for the publication of both limited and large editions. Single-copy making is almost exclusively a photographic process (in the broad sense), whereas large edition publication is exclusively an ink process. Small editions may be produced economically by either method. The suitability of microcard, microprint and microfilm as publishing media will be touched upon. A discussion of the preparation of copy, graphic materials and format suitable for the several reproduction media will conclude the talk.

NEW DEVELOPMENTS IN DISTRIBUTION AND DISSEMINATION

Earl Lee, Chief, Document Service Center (CADO), Dayton, Ohio.

This paper will briefly discuss the distribution and dissemination problems involved, and the procedures currently followed by the Atomic Energy Commission, the National Advisory Committee for Aeronautics, and the Armed Services Technical Information Agency. These three agencies are the principal ones engaged in the handling of reports

literature under the military security regulations. With specific relation to the ASTIA program, coverage is given to a discussion of the documentary and reference services provided by that Agency, including information on who can obtain access to these services and how to go about establishing themselves as legitimate users. The operation of the Guided Missile Mailing List is covered as an example of special handling given to a specific group of reports. Comment is made regarding studies now under way for the further mechanization of the selection and dissemination of information.

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CHAPTER NEWS

Indiana

On Friday, March 28th, Mrs. Irene M. Strieby, Librarian, The Lilly Research Laboratories, Indianapolis, spoke to Miss Rose Vormelker's class in special library organization and management at Western Reserve University, Cleveland, Ohio.

New York

On April 17th, the New York Chapter Sci-Tech Group visited the H. W. Wilson Company, 950 University Avenue, New York 52, New York. This company, publishers of great basic indices without which librarians and scholars could hardly perform their present tasks, owes much of its success to the unique procedures it has devised for making catalogs and cumulations. Here, more than half a million pounds of metal slugs are filed in the process of making a cumulative index. The Group witnessed the processing of magazines of various periodical indexes (indices), saw editors at work preparing the text for **CBI,** watched the miraculous composing machines set a "line o type" — how they moved to the giant presses, and observed the operations in the bindery.

A very successful year has come to a close. The Group officers have done a wonderful job this year in organizing the Group activities. Congratulations to Mr. John Kotrady, Chairman; Miss Gertrude Schutze, Vice-Chairman; Miss Hanii Levi, Dinner Chairman; Miss Gladys Garland, Secretary-Treasurer; Miss Florence Turnbull, Hospitality; and Mr. Ralph Phelps, Advisory.

Kansas City

"What I Expect From the Plant Library and Other Local Libraries" was the panel topic at the May 10th meeting of the Kansas City Sci-Tech Group. Mr. Joseph Shipman, Librarian, Linda Hall Library, was moderator. Participants in the panel were Dr. Max Thornton, Associate Director, Midwest Research Institute; Dr. Sorg, Research Department, Standard Oil Company; Dr. Carl Marberg, Research Department, Gustin Bacon Company; and a representative from the Spencer Chemical Company.

Pittsburgh

The March 13th meeting of the Pittsburgh Chapter was held at the John T. Ryan Memorial Laboratory Library of the Mines Safety Appliances Company. Mr. R. W. Gilleland, Chief Chemist of Mine Safety Appliances, greeted the group for his company. He also spoke on the history and aims of the company and how the library fits into the overall picture. Mrs. Betty Brletic, Librarian for the laboratory, discussed the collection, services, and types of work carried on by the Library. The main speaker of the evening was Mr. J. H. Preston from the New York Office of the Library Bureau of Remington Rand, whose topic was "The Use of Modern Business Methods and Labor Saving Devices as They Pertain to a Special Library". Mr. Preston spoke about the general status of libraries in the United States today, how Remington Rand assists in setting up new libraries and remodeling old, and of the trend toward functional buildings. The A.L.A. has become increasingly aware of library building problems and is now co-operating with Remington Rand in this respect. Following the talk, lantern slides were shown. The first section was devoted to portraying the manufacturing process for wooden library furniture. The second section covered new installations of Remington Rand furniture in various public, university, and special libraries throughout the country.

Colorado

The March meeting of the Colorado Chapter was definitely of Sci-Tech interest. Following dinner at the Holland House, the group visited the Geological Museum and the Colorado School of Mines Library. Mr. Raymond R. Dickinson, Librarian, was host to the group. The Colorado School of Mines is one of the outstanding schools in the country in its field and has built up a fine collection of materials, especially foreign publications.

Cincinnati

Guest speaker at the March 13th meeting of the Cincinnati Chapter was Miss Katherine Strong, Head of the Public Documents Division of the Cincinnati Public Library. Miss Strong, who organized this division in 1929, spoke on Public Documents.

A number of special libraries of the Cincinnati area were photographed for a most interesting article on "Special Libraries" which appeared in the **Cincinnati Pictorial Enquirer** for March 16th, 1952.

Mrs. Dorothy McNutt, Publicity Chairman of the Cincinnati Chapter, will be the head of the Science and Industry Department of the Cincinnati Public Library.

New officers have been elected for 1952-53: President, Mr. David R. Weiser; Vice-president, Mr. Herbert C. Zafren; Secretary, Miss Esther Norton; and Treasurer, Miss Alma J. L'Hommedieu.

The biggest news from Cincinnati is the notification that Cincinnati has been chosen as the site for the 1954 Convention. The Netherland Plaza has been selected as the Convention Hotel and the date is the week of May 16th, 1954. Mr. Joseph J. Olah, Librarian, Ohio River Division Laboratories, is Chairman of the Convention Committee. Other committee members are: Mr. David Weiser, Librarian, The Champion Paper and Fibre Company; Mr. Herbert C. Zafren, Librarian, Hebrew Union College; and Mrs. Alice Hook, Librarian, Historical and Philosophical Society of Ohio.

Southern California

A conference on "Systems and Procedures for Librarians", sponsored by the Southern California Chapter of SLA and the University of California at Los Angeles, was held April 19th at the University of California at Los Angeles. Conference topics were: "Methods Improvement Through Work Simplification", "Design and Use of Forms and Charts", "Layout Planning for Libraries", "Application of Industrial Engineering Principles to Library Clerical Operations", "The Use of Punched Cards for Indexing Purposes", and "Xerography Speeds the Job".

Connecticut Valley

The S-T Division of the Connecticut Valley Chapter, for its one meeting of the year, toured the F. J. Barnard & Co., Medford, Massachusetts, (book bindery) on April 11th.

As it was Good Friday the Connecticut people had a holiday, but in Massachusetts the bindery was at work. Mr. Ernest Crerie and his able staff did a grand job of showing the visitors around and explaining the processes.

After the tour the Company had a refreshing cocktail party for the thirty-odd visitors, followed by a delightful buffet.

As it was felt that this tour would be of particular interest to librarians an invitation was sent to public libraries in the vicinity to attend and they responded nobly — outnumbering the S-T members two-to-one.

Philadelphia

Back to 1951 we go for news of the November 2nd meeting of the Philadelphia Sci-Tech Group which was held at the Towne Scientific School of the University of Pennsylvania. An interesting and informative talk about reproducing machines, which included the showing of slides, was given by Mr. Balfour. Representatives of Contoura, Xerography, and Thermo-Fax demonstrated their machines. A display of the most recent technical books was presented by Mr. Hennessey of the Philadelphia Book Company.

At the March 18th meeting held at Jefferson Medical College, "Procedure Manuals" were discussed by Rose Boots, Librarian of the McGraw Hill Publishing Company. Miss Boots was assisted by Gretchen Runge, Mary Pyle, and Della Barber. On display was a collection of procedure manuals from SLA.

Mrs. Marie S. Goff, S-T Chemistry Section Chairman for this year, has been appointed Chairman of the SLA Nominating Committee for the coming year.

Louisiana

The Sci-Tech Group made all arrangements for the March meeting of the Louisiana Chapter which was held in Shreveport. The New Orleans and Baton Rouge, chapter members held a dinner in honor of Grieg Aspnes, President of SLA, who visited the Louisiana and Texas Chapters.

Subscriptions for SCI-TECH NEWS are still being accepted